

General Employee Training (GET)

The following courses are Institutional Training Requirements that all employees must take when they are initially hired, and a subset that are repeated periodically. These courses are not specifically associated with the employee's work assignment and should be charged to project/task 40415/INST_TRAIN. The top section shows courses that are required when the person initially works for LLNS and the bottom section shows courses that have annual or biennial repeats.

General Employee Training (GET)				
Course Number	Initial GET Courses Required for Employees	Course Length in Hours	Repeat Frequency	
CL0012-W	Export Control at LLNL	0.5	24 mos.	
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.5	12 mos.	
EM0001-W	Emergency Preparedness Protective Action Overview	0.17	24 mos.	
FM91xx-W ¹	LITE Timekeeping for Individuals	0.3	12 mos.	
HS0001	New Staff Safety Orientation	3.0	1x	
HS0100-W	ES&H Annual Briefing	0.25	12 mos.	
HS4258-W	Beryllium Awareness	0.5	24 mos.	
HS5315-W ⁵	Ergonomics – Adjusting Your Workstation	0.33	36 mos.	
PA0012-W	Drug Free Workplace Training and Education	0.5	24 mos.	
PS7023-W	LLNS Business Ethics and Compliance	0.5	24 mos.	
PS9004	New Employee Orientation - Human Resources	3.0	1x	
PS7030-W ⁴	Preventing Workplace Harassment Training for Employees	1.25	24 mos.	
SC9560 ²	Initial Security Briefing (<i>includes Initial Counterintelligence Training, i.e., SF0005-W</i>)	0.92	1x	
SC9911-W	Operations Security (OPSEC) Overview	0.33	12 mos.	
	Total Initial Hours	12.05		
PS7009-W ⁴	Preventing Workplace Harassment for Supervisors	2.5	24 mos.	
Course Number	Repeat / Refresher GET Courses Required for Employees	Course Length	Repeat Frequency	Average Annual Hours
CL0012-W	Export Control at LLNL	0.5	24 mos.	0.25
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.5	12 mos.	0.5
EM0001-W	Emergency Preparedness Protective Action Overview	0.17	24 mos.	0.085
FM91xx-RW ¹	Timekeeping Annual Refresher	0.25	12 mos.	0.25
HS0100-W	ES&H Annual Briefing	0.25	12 mos.	0.25
HS4258-RW	Beryllium Awareness Refresher	0.25	24 mos.	0.125
HS5315-W ⁵	Ergonomics – Adjusting Your Workstation	0.33	36 mos.	0.11
HS6001-W ³	General Employee Radiation Training	0.5	24 mos.	0.25
PA0012-W	Drug Free Workplace Training and Education	0.5	24 mos.	0.25
PS7023-W	LLNS Business Ethics and Compliance	0.5	24 mos.	0.25
PS7030-W ⁴	Preventing Workplace Harassment Training for Employees	1.25	24 mos.	1.25
SC9911-W	Operations Security (OPSEC) Overview	0.33	12 mos.	0.33
SF0005-W	LLNL Counterintelligence Program Annual Training (<i>included in SC9560 for initial</i>)	0.22	12 mos.	0.22
	Total Hours	5.53		4.13
PS7009-W ⁴	Preventing Workplace Harassment for Supervisors	2.5	24 mos.	

¹LLNS employees are required to take the course that matches their work schedule, i.e., FM9124-W/RW for hourly 4/10, FM9125-W/RW for hourly 5/8, FM9129-W/RW for hourly 9/80, FM9114-W/RW for salaried 4/10, FM9115-W/RW for salaried 5/8, or FM9119-W/RW for salaried 9/80.

²For persons with L or Q clearance held by LLNS – Required courses: *SC0002 Comprehensive Security Briefing*, [*SC0004-W Technical Surveillance Countermeasures \(TSCM\) Awareness Briefing*](#), and [*SC9562-W Security Refresher Briefing for Cleared Individual*](#). Time for these courses is charged to the program account requiring the clearance.

³Initial GERT contained in HS0001 which is part of New Employee Orientation; refreshed every 24 months via HS6001-W.

⁴PS7009-W is an alternate to PS7030-W and is the requirement for both LLNS Payroll and Work Supervisors.

⁵Required for Employees who work at a computer workstation for three (3) hours or more during their daily work activity.